



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	Inspector (3 positions)
Posting Number	PN # 103065
Department	Housing and Community Development
Division	Real Estate
Section	Construction
Reporting Location	601 Sawyer*
Workdays & Hours	Monday-Friday, 8:00am–5:00pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Conduct inspections of residential properties in order to ensure compliance with code and other property improvement needs and to review determinations as to the feasibility of single-family home repairs.
- Review work write-ups and cost estimates for single-family home repairs.
- Conduct pre-construction conferences with agencies, contractors and owners to monitor their respective responsibilities under the contract.
- Conduct progress, stage payment and final inspections. Compile field monitoring reports for all inspection visits.
- Monitor the process when changes in the scope of work are required.
- Participate in and attend various meetings.
- Prepare and submit various technical reports.

WORKING CONDITIONS

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma/GED and up to 18 months of education or training in the area of inspection to be performed.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of journey level experience related to the area of inspection to be performed are required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston Policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18
\$1,042 - \$1,417 Biweekly \$27,196 - \$36,984 Annually

OPENING DATE

February 16, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources TDD phone number is (713) 837-9496.

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